

## Driving Instructor License Applications

**Effective Date: September 3, 2013**

### New Information

Effective September 3, 2013, driving school instructors, independent driving instructors, and all-terrain vehicle (ATV) safety instructors **must** submit their license applications (originals, renewals, duplicates, corrections, and reinstatements, etc.) and complete their instructor examinations at a Department of Motor Vehicles (DMV) Occupational Licensing (OL) Inspector Office.

DMV field offices will continue to process and complete instructor license applications and examinations submitted **prior to September 3, 2013**.

### Procedures

Beginning September 3, 2013:

- **Submit** driving school instructor, independent driving instructor, and ATV safety instructor license applications to DMV OL Inspector Offices.
- **Complete** the instructor license examinations at DMV OL Inspector Offices.
- If a driving school instructor, independent driving instructor, or ATV safety instructor application or examination was started at a DMV field office prior to September 3, 2013, the applicant must return to that field office to complete the application or examination.

**NOTE:** A list of DMV OL Inspector Offices is available online at [www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm) and a list of required DMV forms and documents is available online at [www.dmv.ca.gov/vehindustry/ol/drschinst.htm](http://www.dmv.ca.gov/vehindustry/ol/drschinst.htm).

### Background

Currently, driving school instructors, independent driving instructors, and ATV safety instructors go to DMV field offices to submit their instructor license applications and take examinations. These services are being redirected to OL Inspector Offices to improve customer service.

### References

*California Vehicle Code* §§310.4, 1651, and 11100–11114  
*California Code of Regulations*, Title 13, Chapter 1  
*California Government Code* §6157(a)(b)(c)(d)

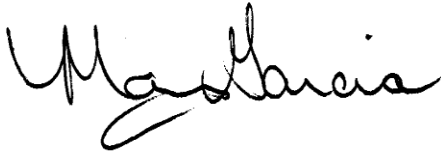
### Distribution

Notification that this memo is available online at [www.dmv.ca.gov/pubs/olin/olin.htm](http://www.dmv.ca.gov/pubs/olin/olin.htm) was made via California DMV's Automated E-mail Alert System in August 2013 to the following:

- ATV Safety Training Organizations
- All Driving School Owners, Operators, and Instructors

**Contact**

Refer questions regarding this memo to the OL Compliance Unit at (916) 229-3154.

A handwritten signature in black ink, appearing to read "Mary Garcia". The signature is fluid and cursive, with the first name "Mary" and last name "Garcia" clearly distinguishable.

MARY GARCIA, Chief  
Occupational Licensing

## OCCUPATIONAL LICENSING INSPECTIONS PROGRAM OFFICES

### FULL TIME SERVICE LOCATIONS – MONDAY – FRIDAY

Office hours are Monday thru Friday: 8:30 A.M. – 11:30 A.M. and 1:00 P.M. – 4:30 P.M.

(^) This office is not open to the public until 9:00 A.M. on Wednesday

**Covina (BSC)**, 1365 N. Grand Avenue, Suite 102, 91724

- (626) 974-7140

**Fresno**, 2510 S. East Avenue, Suite 100A, 93706

- (559) 445-5304

**Orange**, 790 The City Drive South, Suite 410, 92868

- (714) 703-2632

**Sacramento (BSC)**, 7226 Florin Mall Drive, 95823

- (916) 262-2563

**San Bernardino (BSC)**, 473 E. Carnegie Drive, Suite 150, 92408

- (909) 890-0182

**San Diego**, 9174 Sky Park Court #210, 92123

- (858) 495-3676

Note: Office closed for relocation October 11<sup>th</sup> thru 14<sup>th</sup>, reopening October 15<sup>th</sup> at:

1455 Frazee Road, Suite 420, San Diego 92108 (A new telephone number is pending.)

**San Jose (^)**, 90 Great Oaks, Suite 104, 95119

- (408) 229-7113

**LIMITED SERVICE LOCATIONS – MONDAY, THURSDAY AND FRIDAY**

These offices have a limited staff available. It is recommended that customers call to confirm inspector availability.

Office hours are Monday, Thursday and Friday: 8:00 A.M. – 10:00 A.M. and 1:00 P.M. – 3:00 P.M.

**Commerce**, 5801 Slauson Avenue, Suite 250, 90040

- (323) 838-2711

**El Cerrito**, 6400 Manila Avenue, 94530

- (510) 231-7818

**Fairfield (BSC)**, 4630 Westamerica Drive, Suite E, Fairfield 94533

- (707) 864-4759

**Hayward**, 150 Jackson Street, 94544

- (510) 728-1349

**Los Angeles**, 3615 S. Hope Street, 90007

- (213) 744-7563 (scheduled for a full service office effective 10/1/2013)

**San Francisco**, 1377 Fell Street, 94117

- (415) 431-6279

**Santa Maria**, 523 S. McClelland Street, 93454

- (805) 346-2192

**Designated Service Locations:**

Open the 1st and 3rd Tuesday of each month from 10:00 A.M. – 12:00 P.M. and 1:00 P.M. – 2:30 P.M.

**Bakersfield (DSL)**, 5800 District Blvd., Suite 100-C, 93313

**Chico, (DSL)** 500 Cohasset Road, Suite 31, 95926 NOTE: Closed for renovations until November 2013.

**Van Nuys (DSL)**, 6150 Van Nuys Blvd, Suite 205, 91401 (scheduled to reopen 10/1/2013)

# DEPARTMENT OF MOTOR VEHICLES

## Occupational Licensing Inspection Offices

### REGIONS

